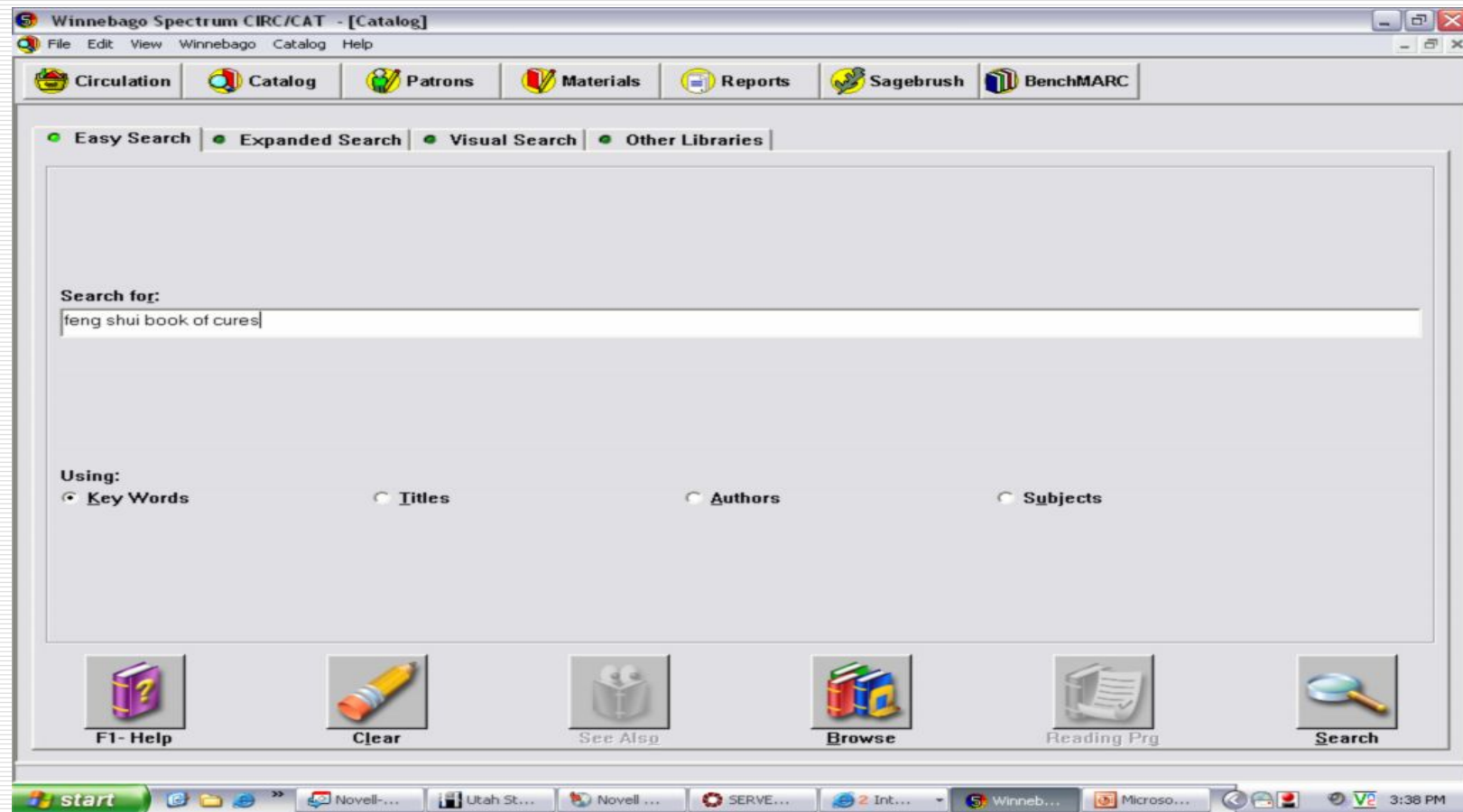


Instructions for copying MARC records from other Libraries (Z39.50)

Spectrum version 5.3

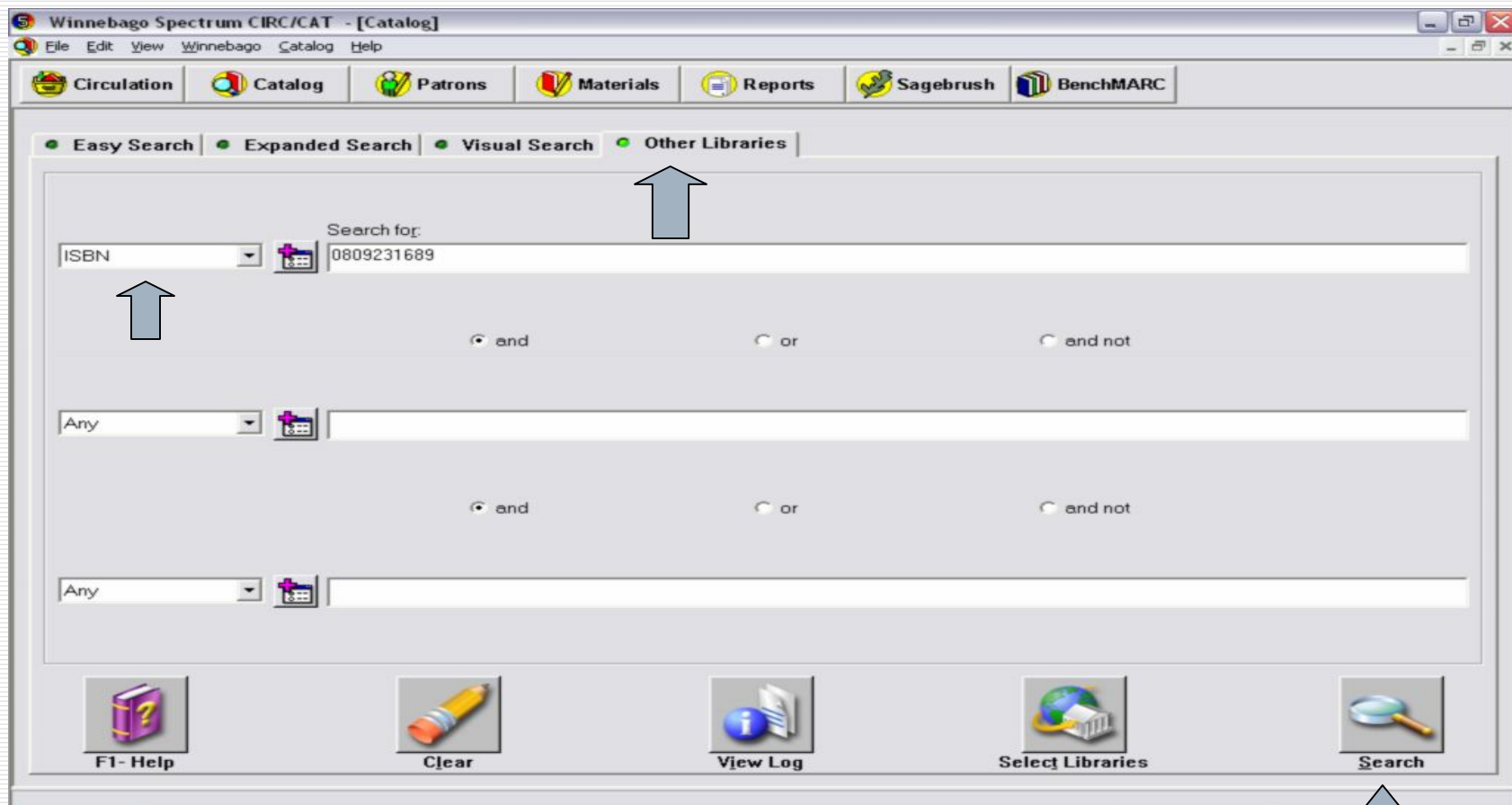
Search title in catalog



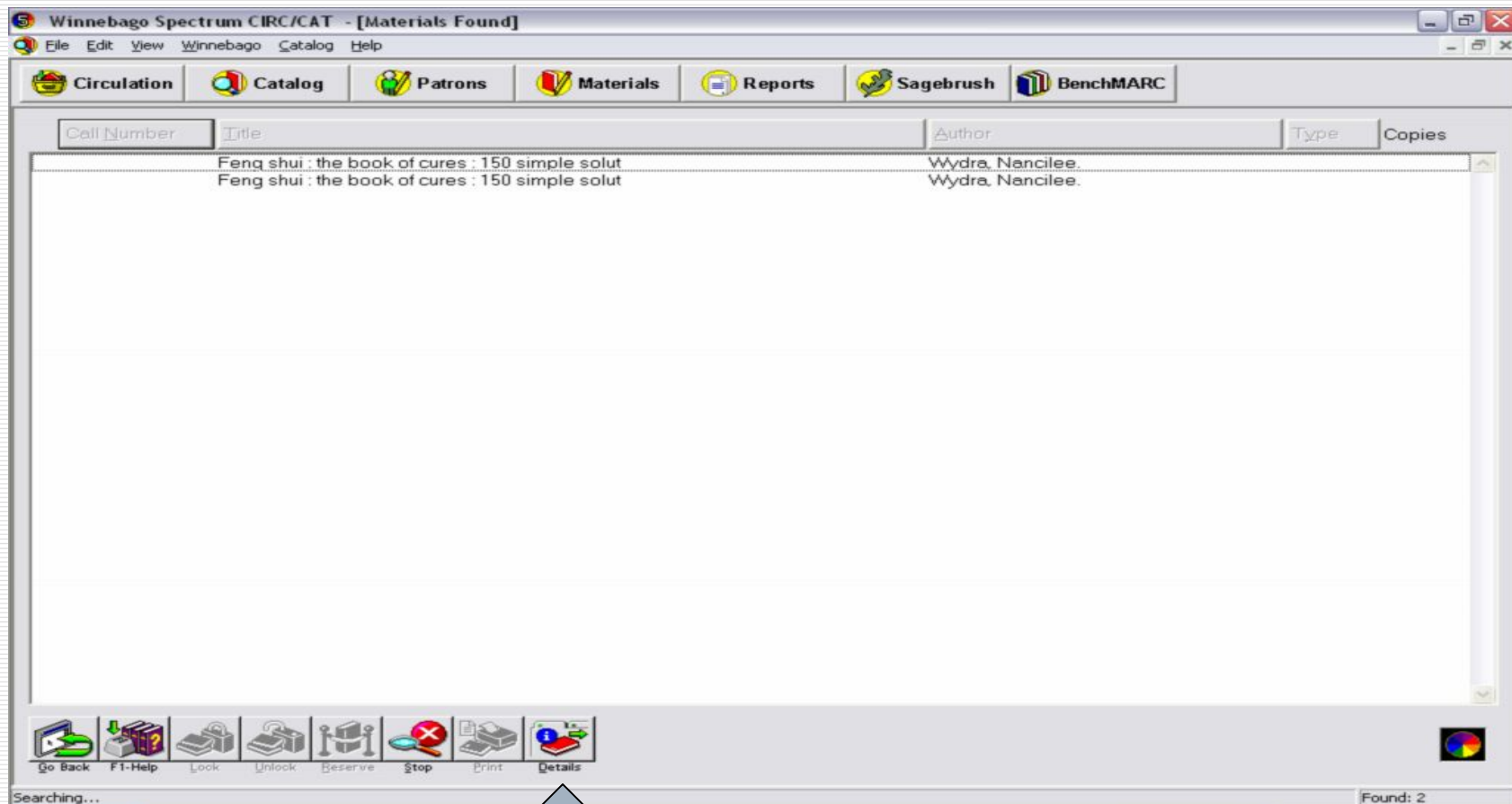
Title is not found - cancel



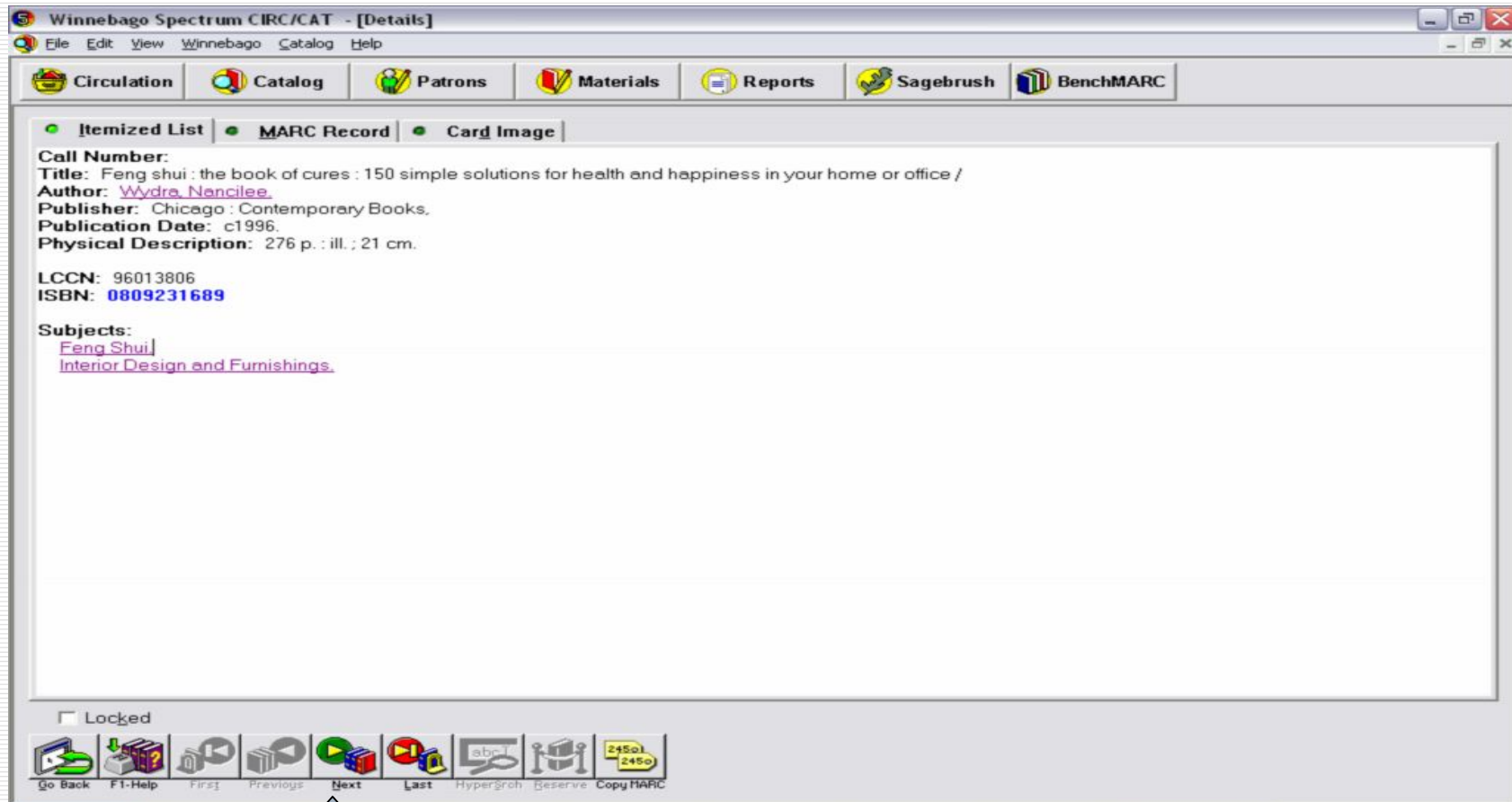
Choose "other libraries tab" and choose search (title, ISBN, etc.)



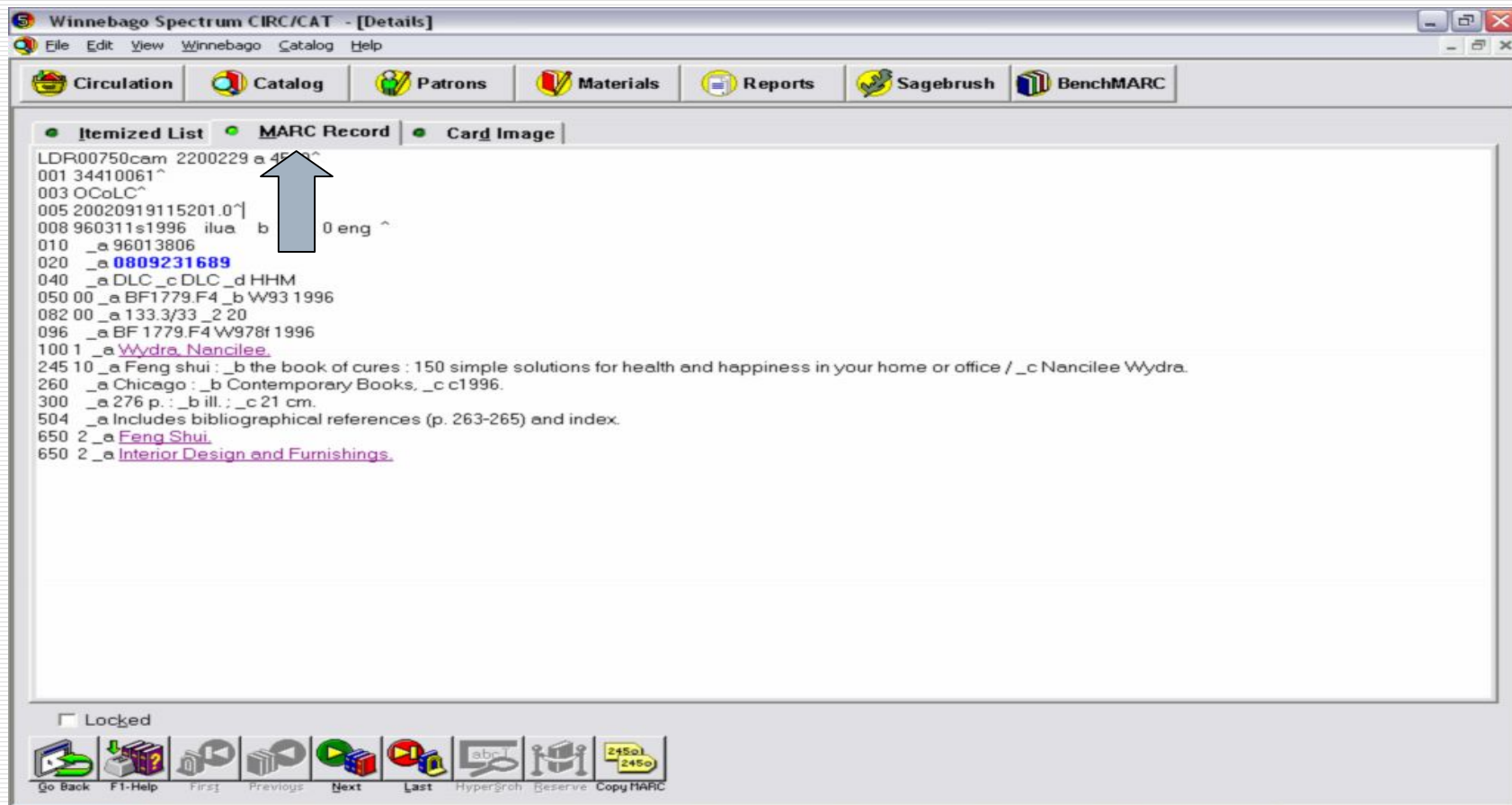
List of titles appear – choose “details” to verify with item in hand



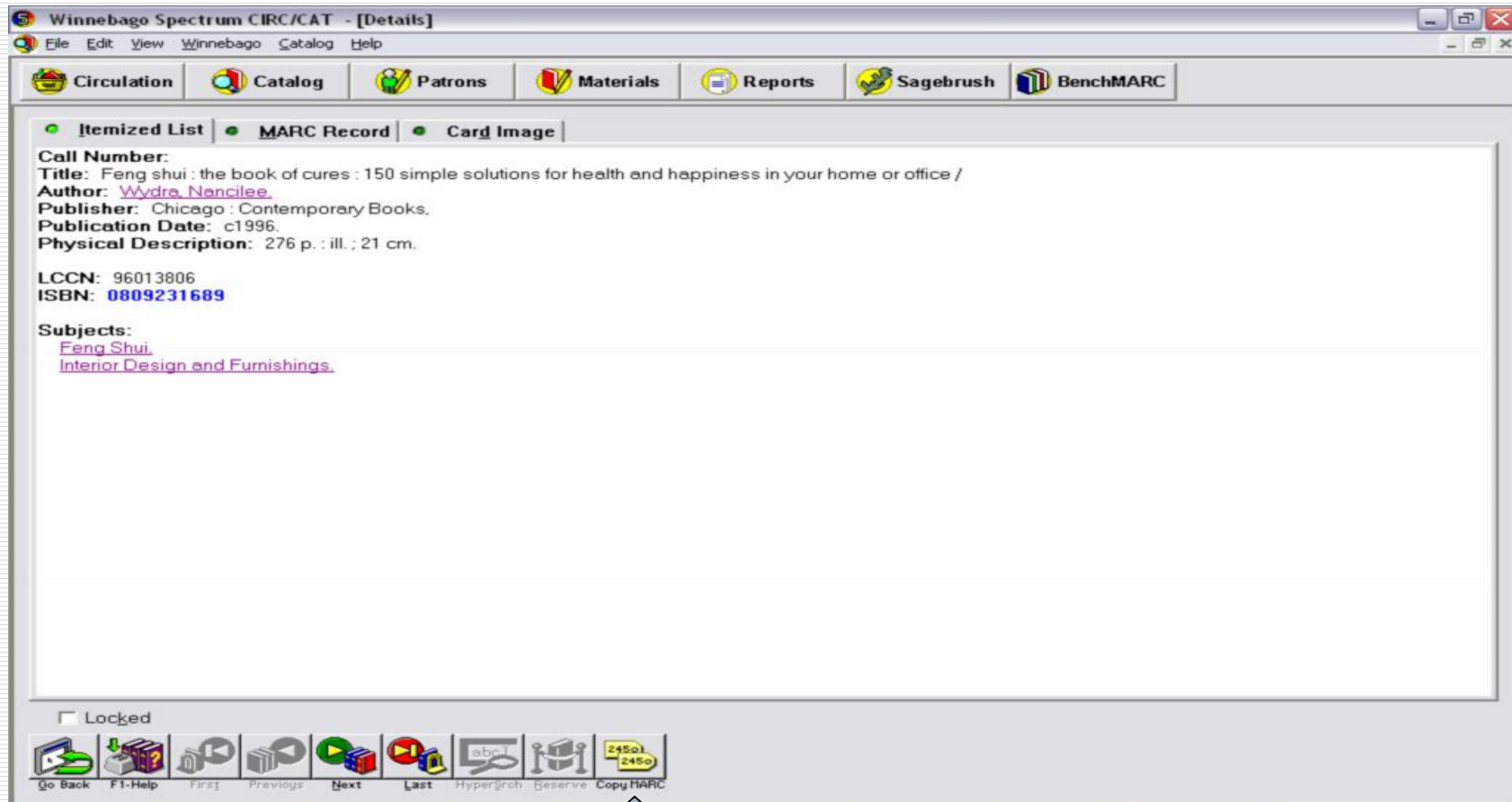
Match info with item in hand or choose next



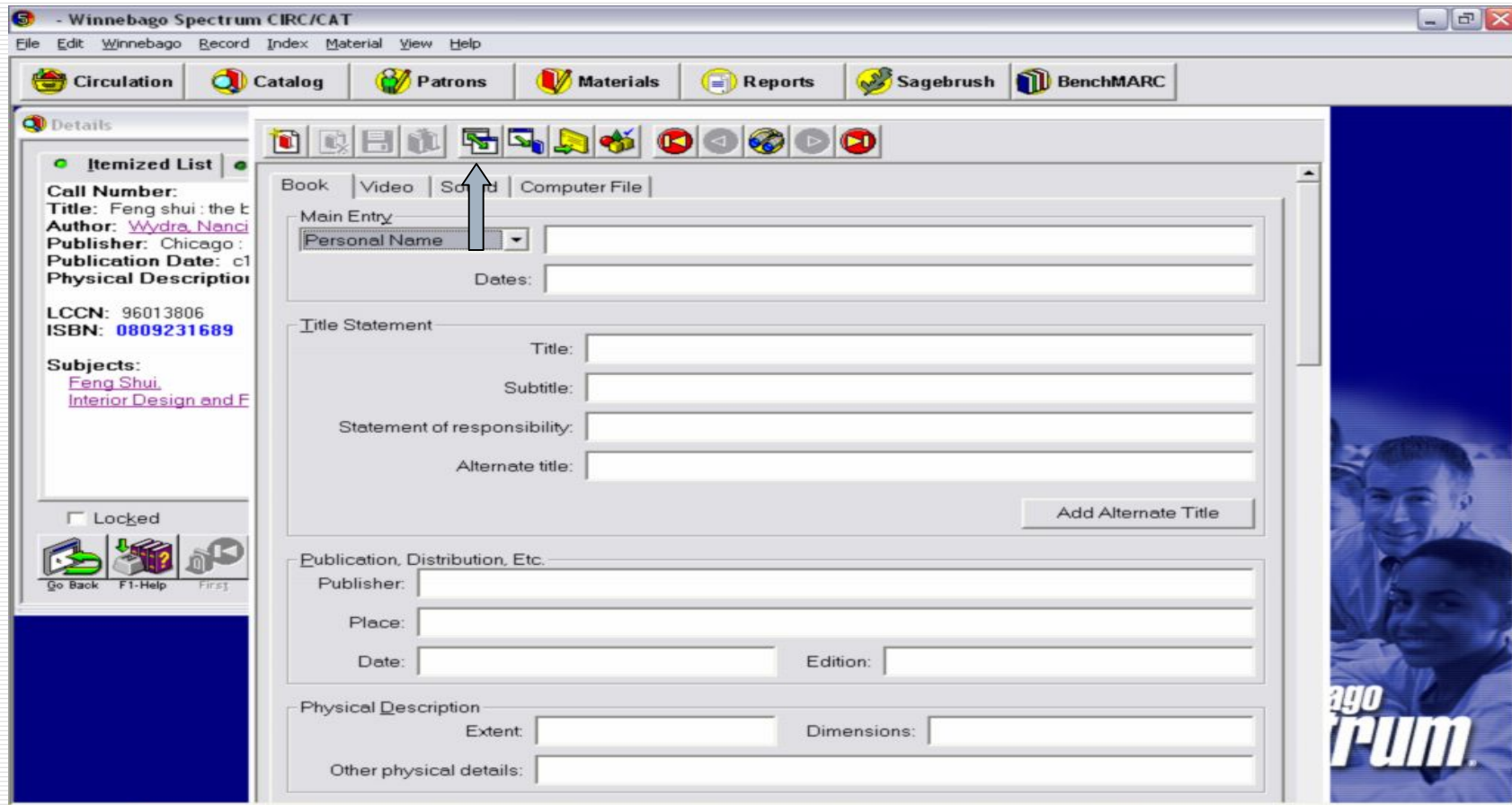
View the MARC record if needed



Once record is matched choose "Copy MARC" button



Open Materials>Edit and choose "edit MARC"



The screenshot shows the Winnebago Spectrum CIRC/CAT software interface. The 'Materials' menu is open, and an arrow points to the 'edit MARC' option. The main window displays a form for editing a record, with fields for Main Entry, Title Statement, Publication, Distribution, Etc., and Physical Description. The left sidebar shows the 'Itemized List' with details for a book titled 'Feng shui : the b...' by Wydra, Nanci.

Winnebago Spectrum CIRC/CAT

File Edit Winnebago Record Index Material View Help

Circulation Catalog Patrons **Materials** Reports Sagebrush BenchMARC

Details

Itemized List

Call Number:
Title: Feng shui : the b
Author: Wydra, Nanci
Publisher: Chicago :
Publication Date: c1
Physical Description

LCCN: 96013806
ISBN: 0809231689

Subjects:
Feng Shui,
Interior Design and F

Locked

Go Back F1-Help First

Book Video **edit MARC** Computer File

Main Entry
Personal Name
Dates:

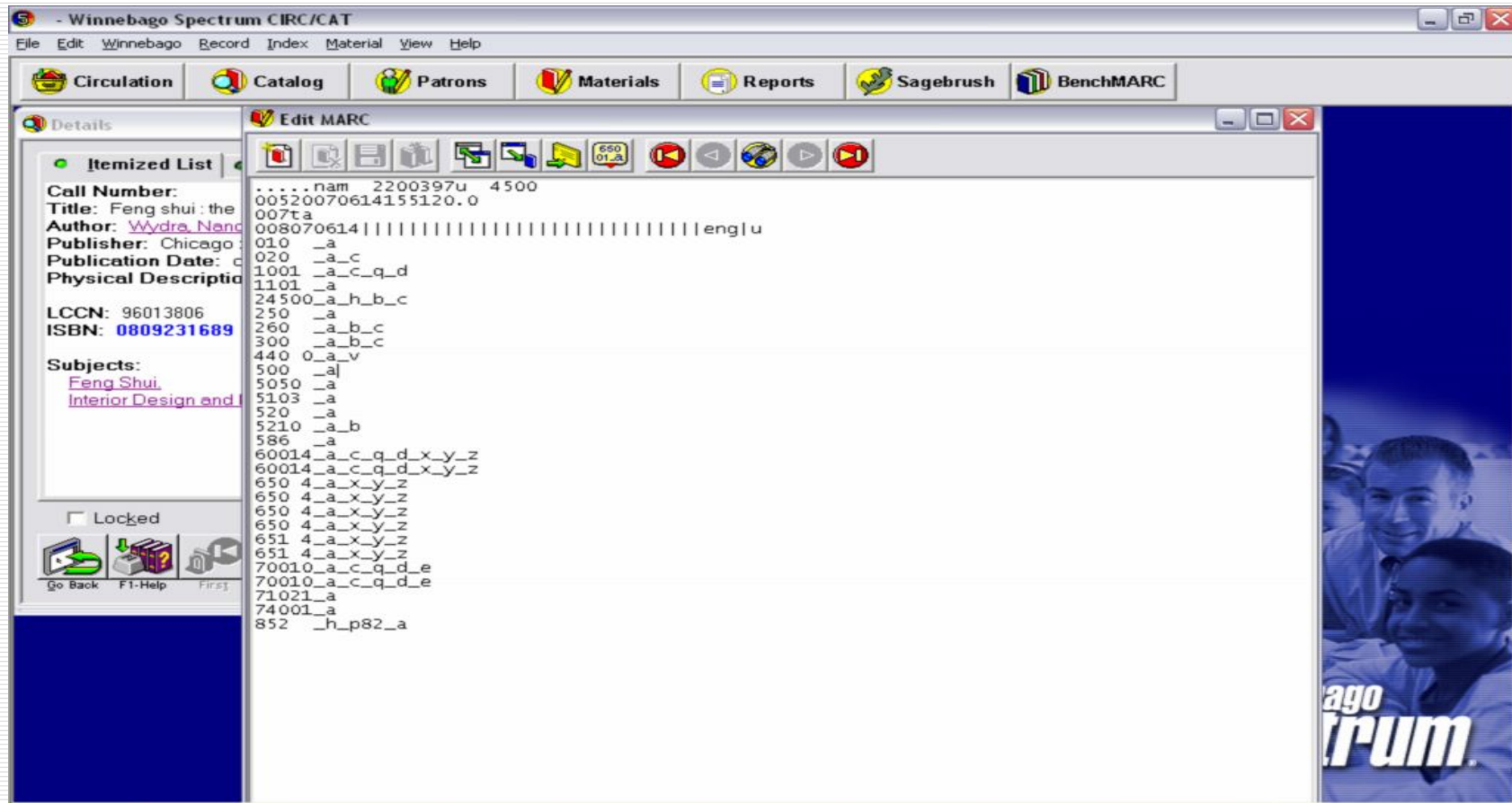
Title Statement
Title:
Subtitle:
Statement of responsibility:
Alternate title:
Add Alternate Title

Publication, Distribution, Etc.
Publisher:
Place:
Date: Edition:

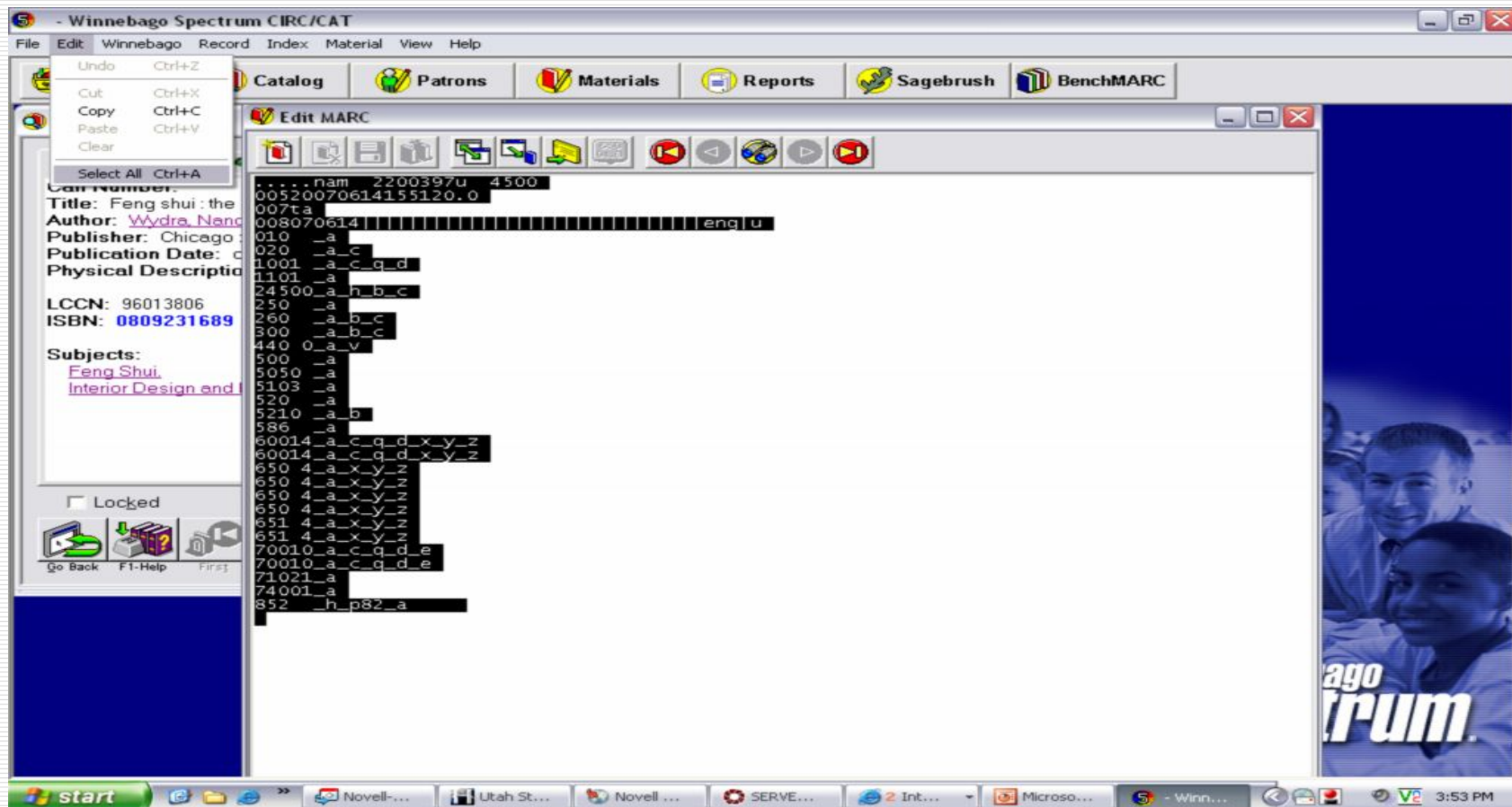
Physical Description
Extent: Dimensions:
Other physical details:

ago
trum.

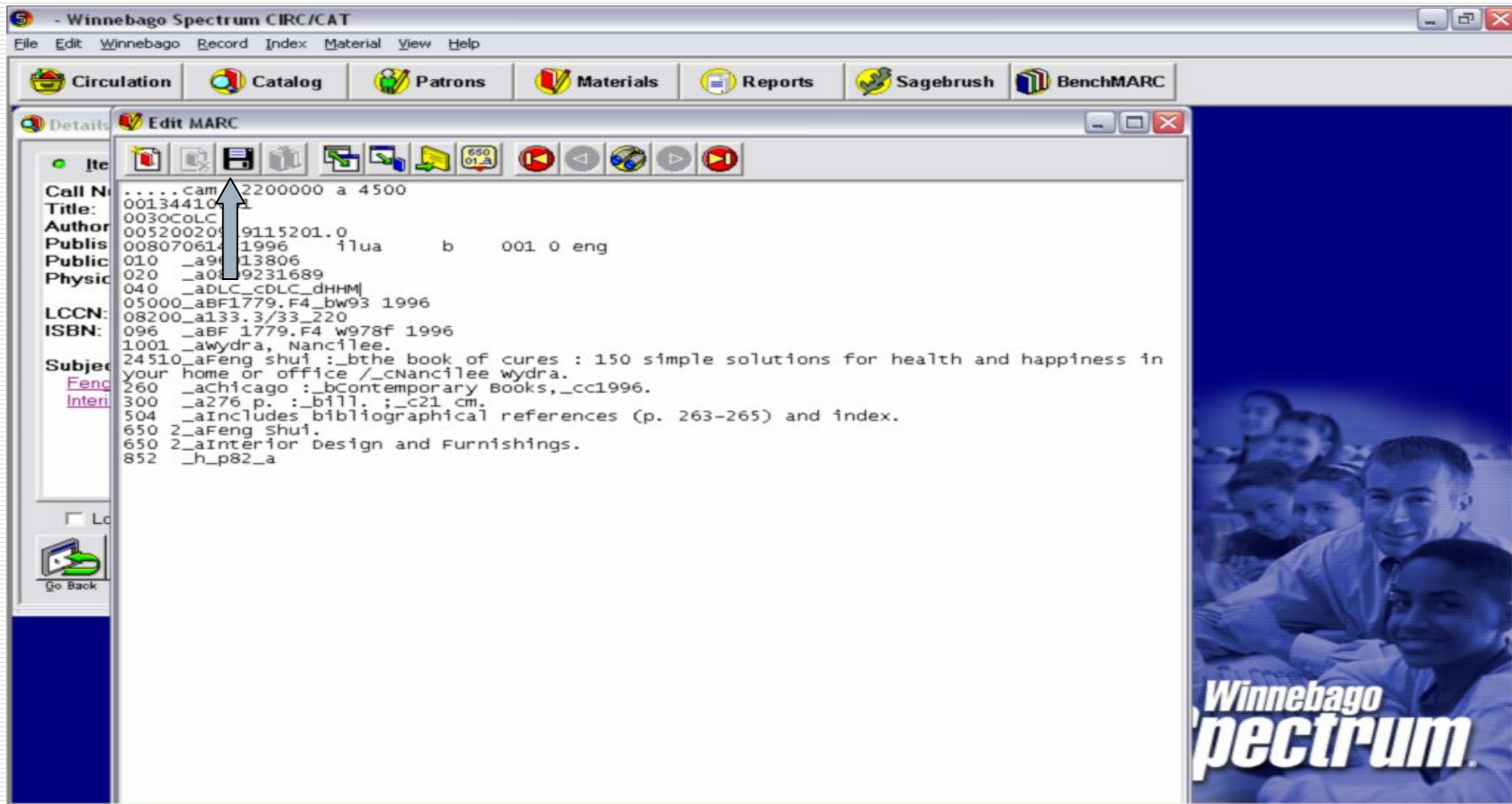
Edit MARC screen



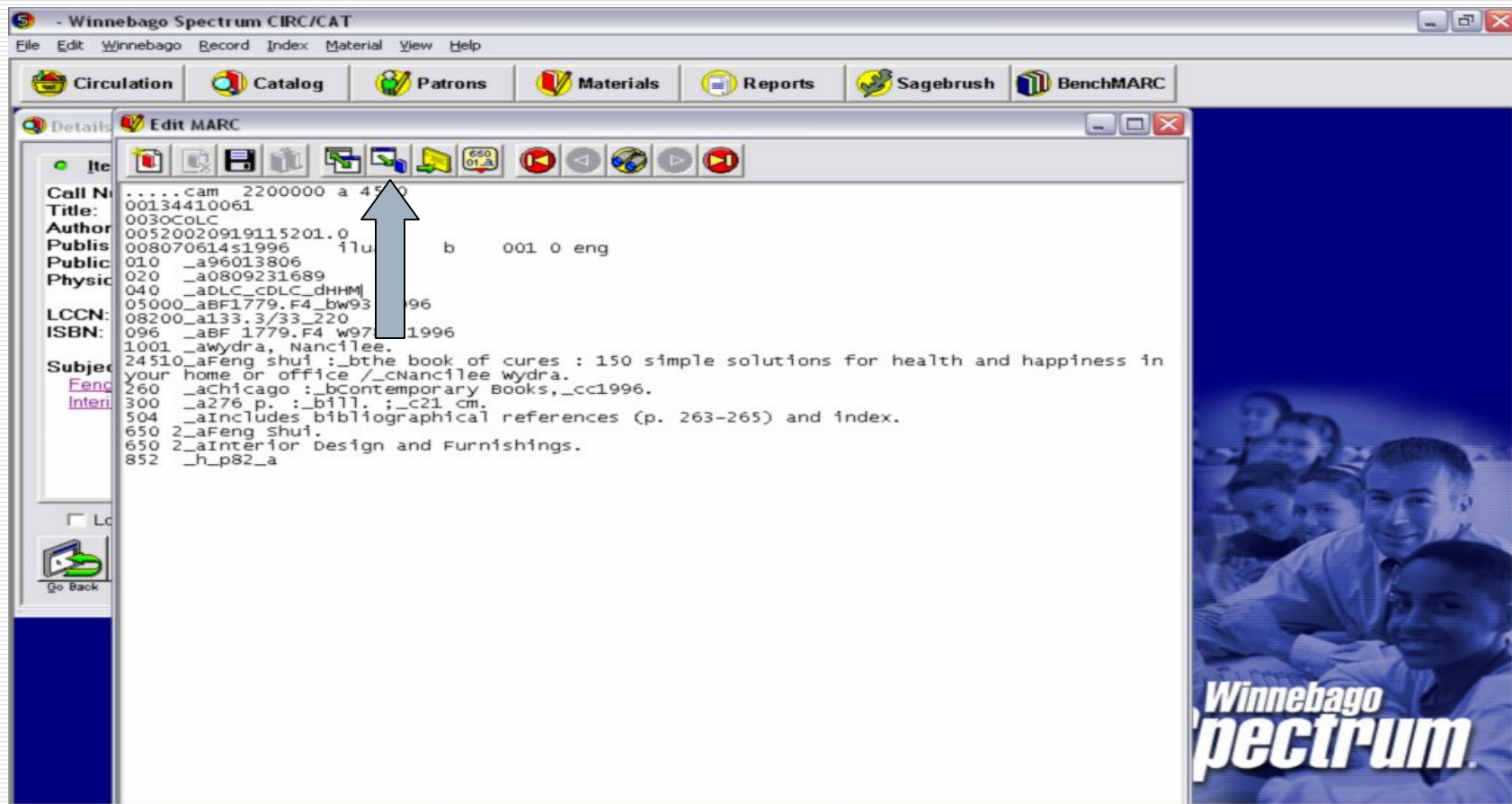
Edit>Select All



Edit>Paste then Save



Choose Copy information



Add Call# and other local information then save

Winnebago Spectrum CIRC/CAT - [Holdings]

File Edit Winnebago Record Index Material View Help

Circulation Catalog Patrons Materials Reports Sagebrush BenchMARC

Local call number: 133.333 Wyd

Shelving location:

Material number: 82

Material type: 1 Default

Fund:

Price: Volume:

User-Defined 1:

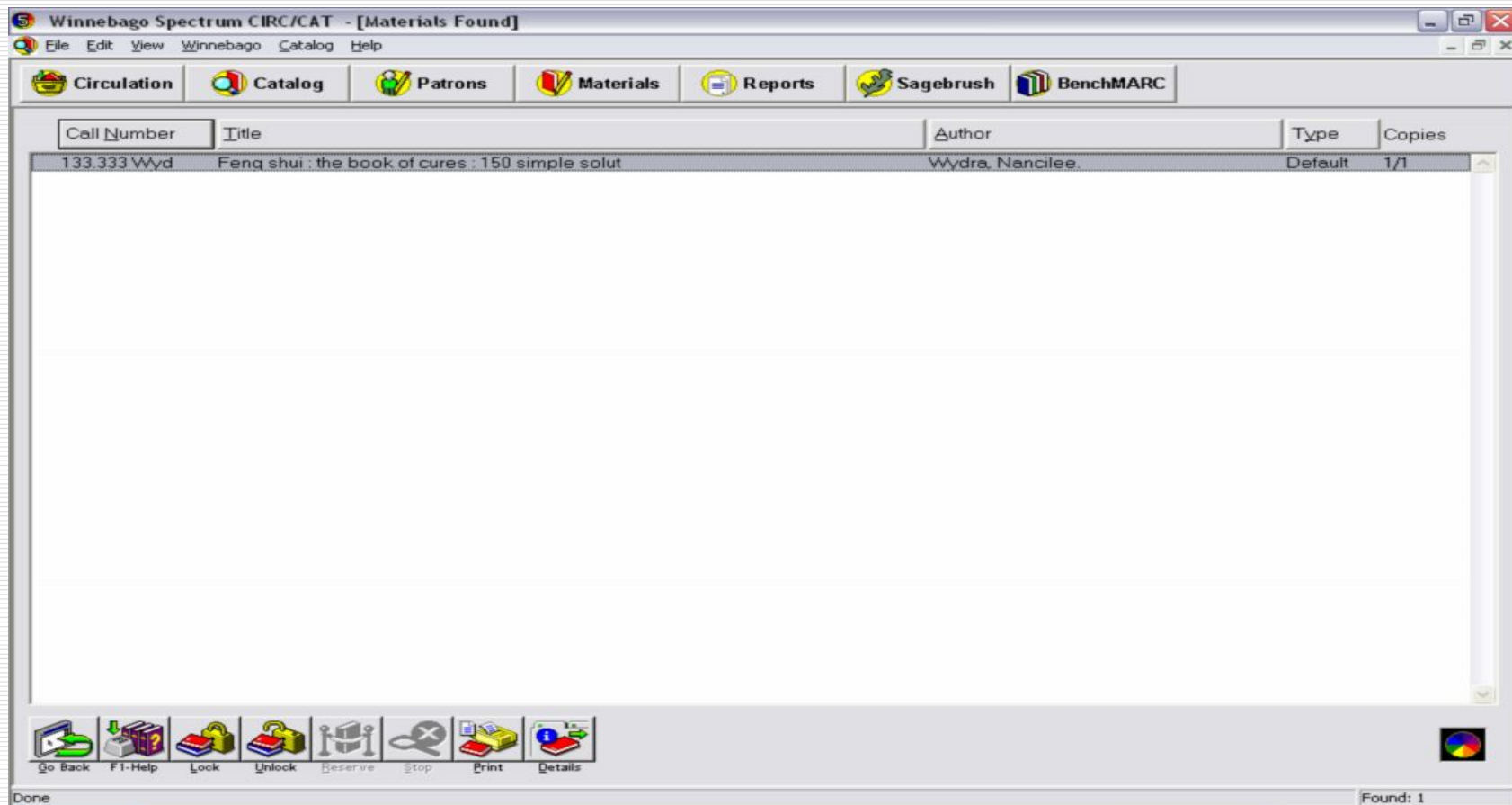
User-Defined 2:

Added:
Edited:
Lost:
Holdings:

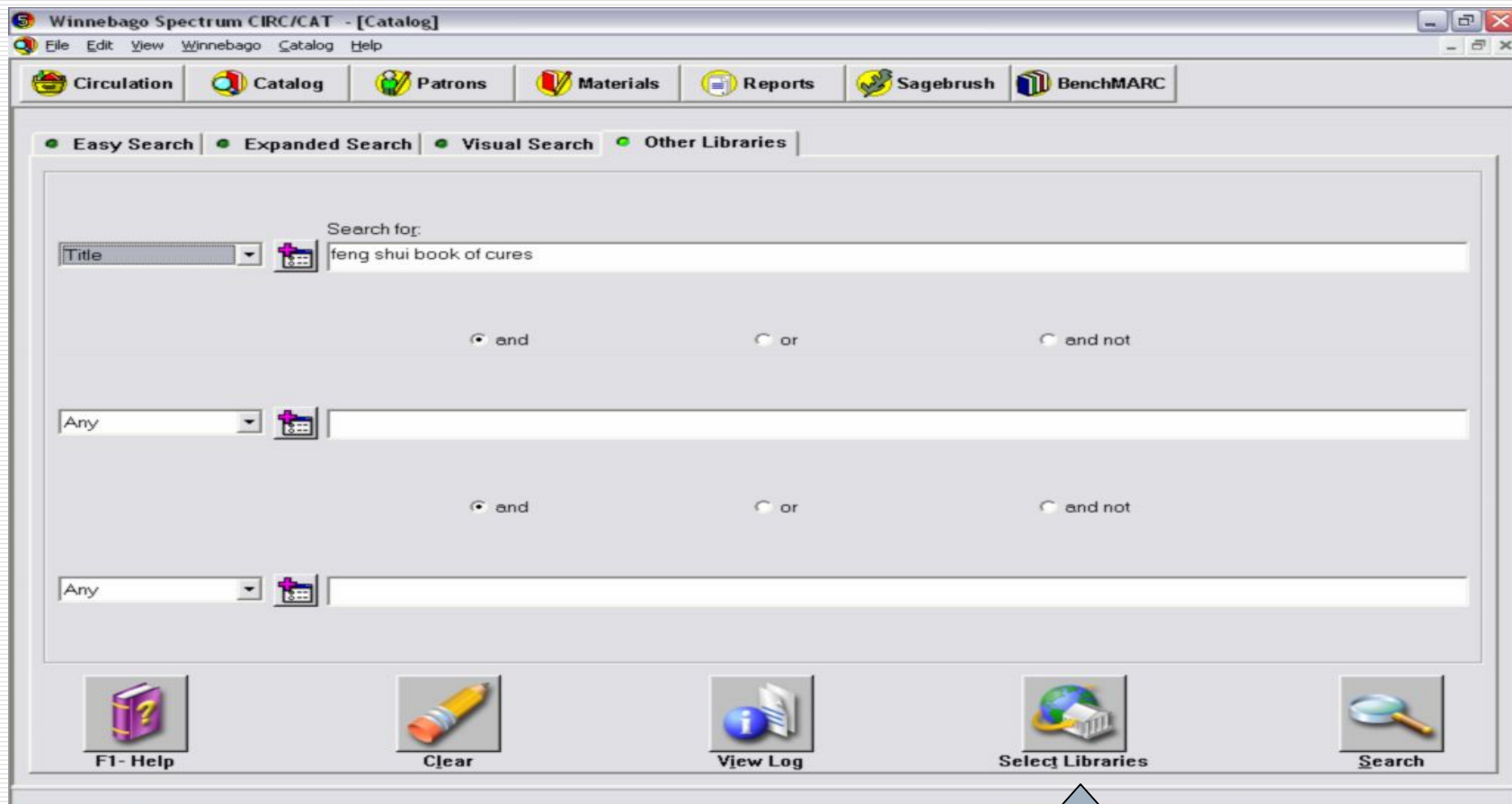
Material Number	Call Number	User-Defined 1	User-Defined 2
-----------------	-------------	----------------	----------------

Index: Material Number

Finished! The title is now in your catalog



Select libraries (optional)



Choose more or less libraries as needed and "ok"



-
- ❑ This copy and paste method will also work with most online catalogs that display MARC
 - ❑ Ctrl C is the keyboard shortcut for copy and Ctrl P for Paste (you can also right click on your mouse to find copy and paste options)
 - ❑ If the MARC record contains \$ it will not work

Questions?

- ❑ Contact Linda Roholt
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1-800-662-9150 ext. 754
801-715-6754
lroholt@utah.gov